

## 2008 Minimum Supervisory Training Requirements

### B. Reallocations:

As a general rule, the changes that result in movement from one supervisory group to another are accomplished by promotion. In the rare case that an employee is reallocated to a job in a different Supervisory Group, the guidelines governing promotions will apply.

### C. Details:

Details are generally temporary in nature, but do often lead to promotions. Minimum Training completion deadlines are established based on the employee's permanent (home) position. Employees are not required by this policy to complete minimum training requirements for jobs to which they are detailed; however, they are encouraged to do so. An agency may require employees to complete minimum training courses for positions into which they are detailed. Formal deadlines according to this policy for such employees begin on the effective date of the actual promotion.

(IMPORTANT NOTE: The deadline date for an employee who is detailed from a position in one supervisory group to another supervisory group does not change. The employee is still required to meet minimum supervisory training requirements for the "home position" within the originally established deadline.)

### III. Employee Supervisory Group assignment changes by action of Civil Service

If an employee is currently in a Supervisory Group and their job is placed in a different Supervisory Group by Civil Service, and the employee has already completed their minimum supervisory training requirements, this policy will not require the employee to complete the classes for the new Supervisory Group. (Agencies may require employees to complete these additional classes.) If the employee has not completed all minimum supervisory requirements at the time of the change, the employee is required to complete the training for the new Supervisory Group. The employee will have 3 years to complete the new training.